
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
8203	LSO Training Employee Self Service Learner	Revised Date: 05/02/2017
		Version: 3

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Magic Portal Logon Information

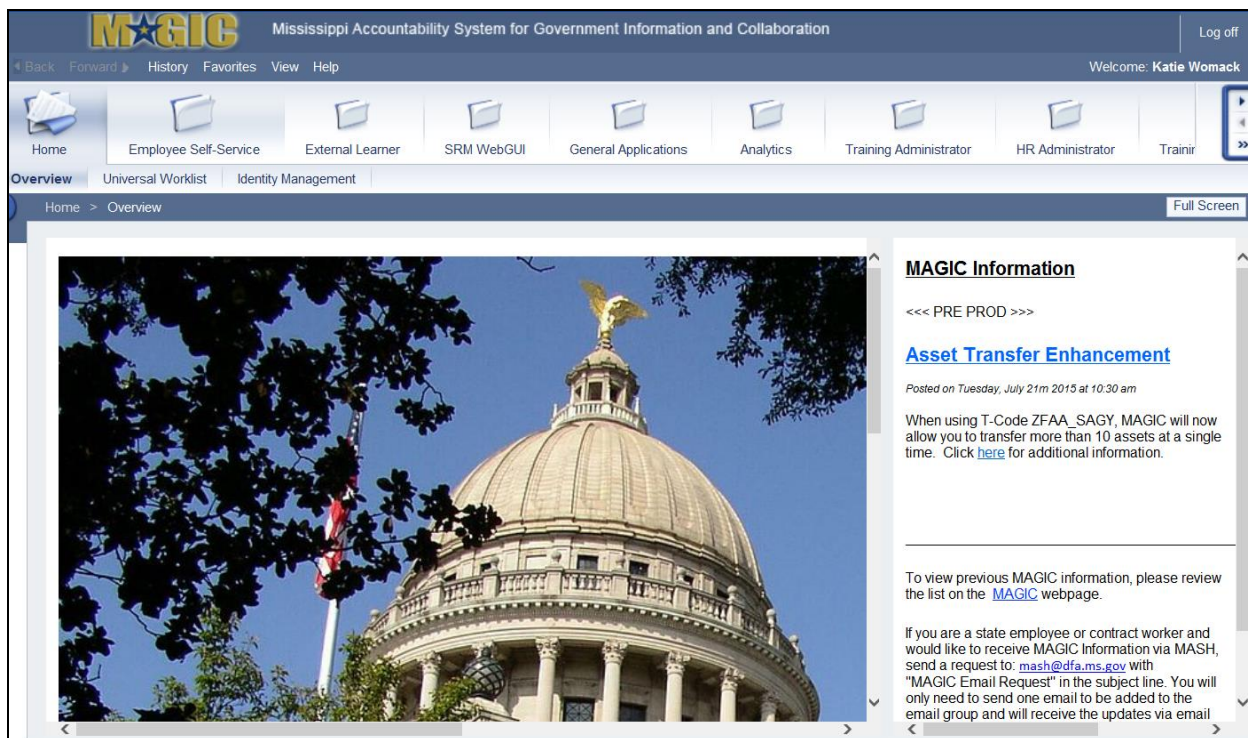
The website address used to access MAGIC is: <https://portal.magic.ms.gov/iri/portal>.

Note: If you have difficulty with viewing the training course, please review [MAGIC Technical Requirements](#) on the MMRS website for compatibility issues.

If you have problems with your password, call the MMRS Call Center at 601-359-1343. Select Option 1 (Security) Sub-option 1 (MAGIC).

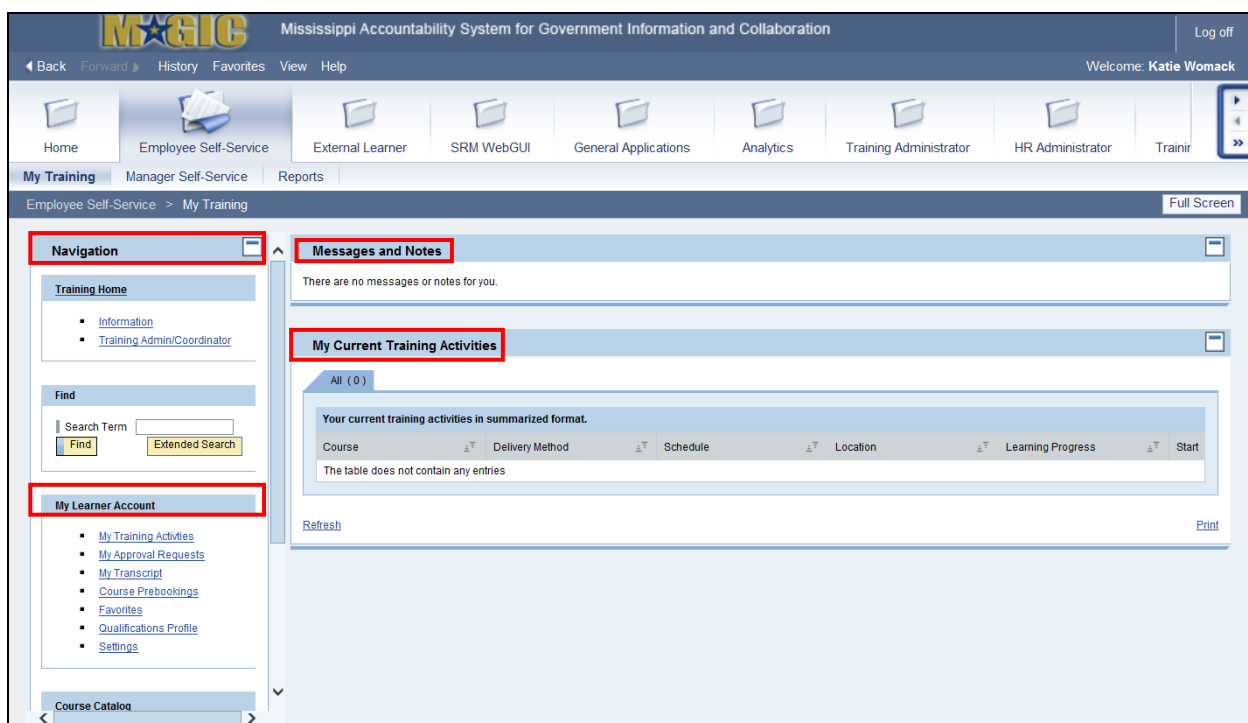
The screenshot shows the login interface for the MAGIC portal. On the left is the MAGIC logo, which includes a map of Mississippi and the text "MAGIC" in large yellow letters, with "Mississippi's Accountability System for Government Information and Collaboration" in smaller text below. To the right of the logo, there is a link for password help: "Having password problems? Please click on this [link](#) for help...". Below this, there are two input fields labeled "User *" and "Password *". A "Log On" button is positioned to the right of the password field. At the bottom left, there is a paragraph: "MAGIC is the Mississippi Accountability System for Government Information and Collaboration. If you need access or additional information please go to the <http://www.mmrs.state.ms.us> website."

Once you log into MAGIC the following screen will appear.



Learning Solution (LSO) is an internet-based training management system. It is used for the scheduling of instructor-led and online courses, student self-enrollment, enrollment approvals, and tracking of course completions.

Your Action...	System Response...
1. Select the Employee Self Service tab.	The following screen will appear.



If you have messages - they will be available on the first screen of the Employee Self Service tab under **Messages and Notes**.

If you have any courses scheduled, they will appear under the **My Current Training Activities**.

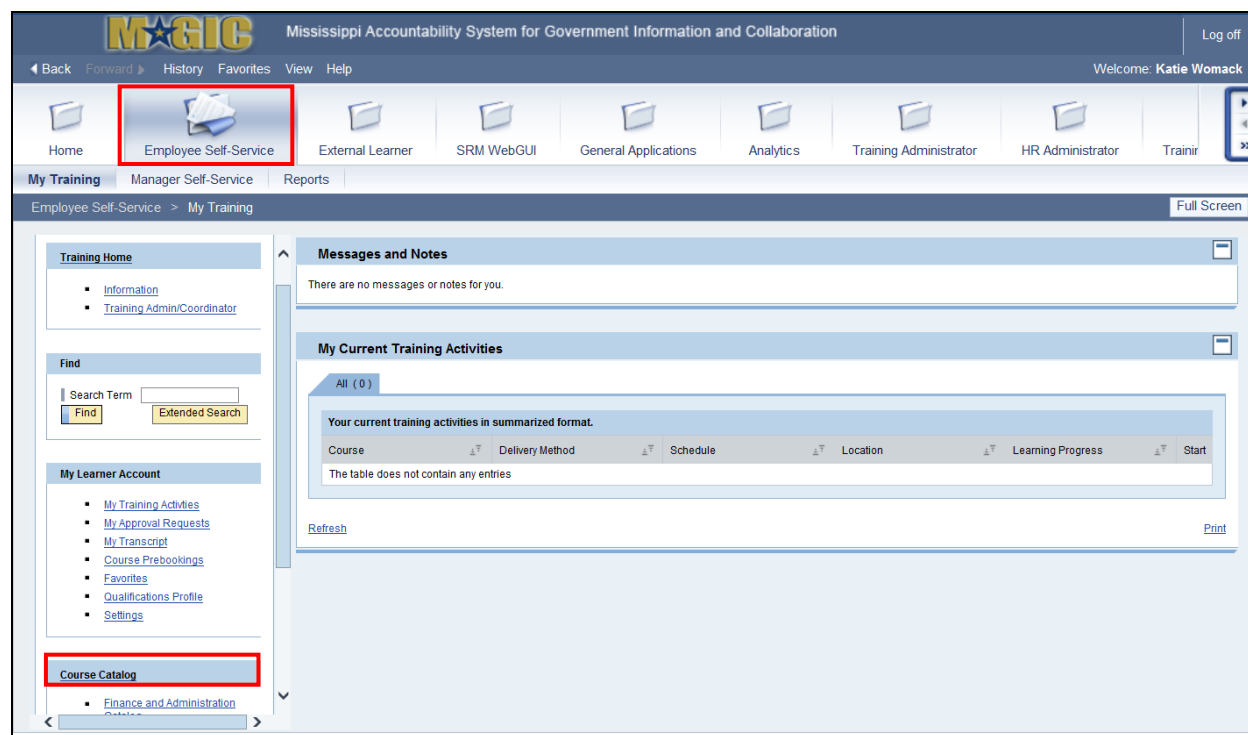
On the left side you will see your **Navigation** choices, which includes the **My Learner Account**. It is here that you will be able to view your training activities, approval requests, transcript, prebookings, and qualifications.

Booking a Course

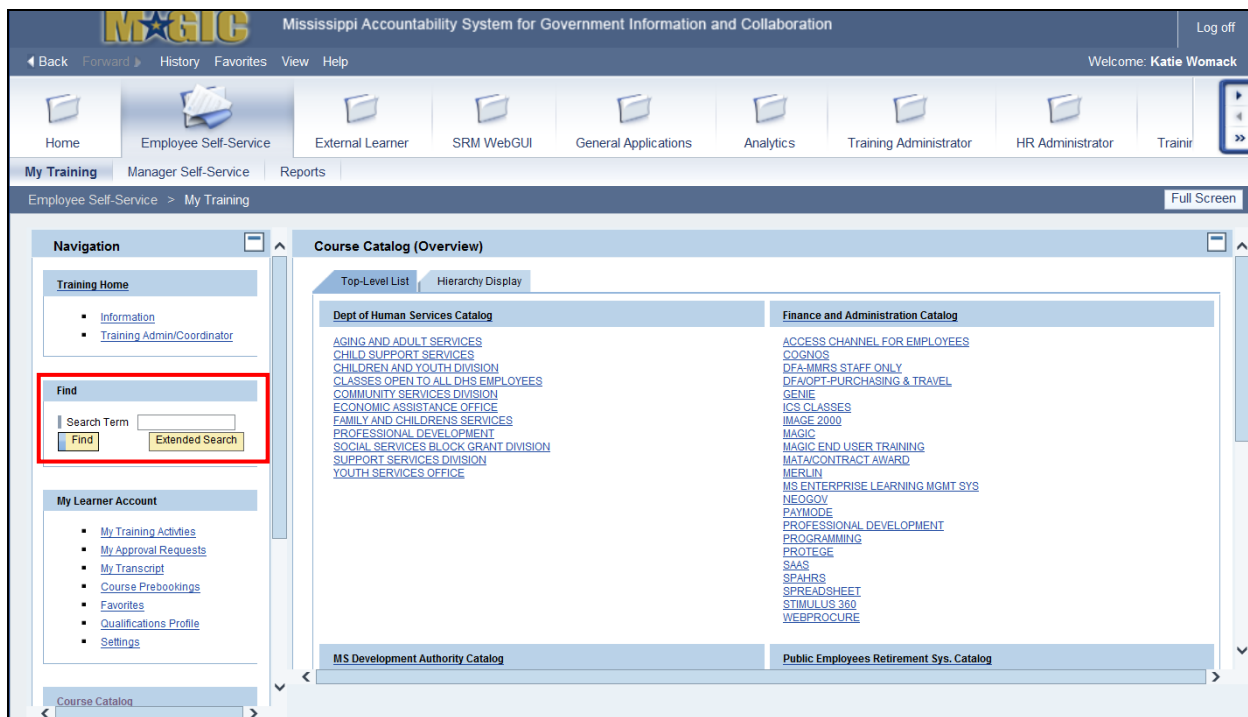
Depending how a course is set up by the agency training administrator, you may be able to self-enroll, or “**book**” the course. If the course is designated as self-enroll, use the following steps:

NOTE: Participants can only sign up for one occurrence of a course; they cannot choose several occurrences at the same time.

Your Action...	System Response...
2. Select the Employee Self Service tab.	The following screen will appear.



Your Action...	System Response...
3. Select the Course Catalog tab.	The Course Catalog (Overview) will appear.



Your Action...	System Response...
<p>4. Search for the course using the find tool by typing in the course title or keyword in the Search Term field.</p> <p>Helpful Hint: Try to be as specific as possible when entering your search term. The course title or partial course title will work best. It will narrow your search results.</p>	
5. Select Find .	The search results will be displayed.

The screenshot shows the MAGIC (Mississippi Accountability System for Government Information and Collaboration) interface. The user is logged in as Katie Womack. The navigation pane on the left includes links for Home, Employee Self-Service, External Learner, SRM WebGUI, General Applications, Analytics, Training Administrator, HR Administrator, and Trainir. The main content area shows a search for 'manage contracts' with 1 hit found: 'SPAHRS MANAGE CONTRACTS TRAINING'. The search results are displayed in a table with columns for Course and Action/Status.

Navigation

- Training Home
 - Information
 - Training Admin/Coordinator
- Find
 - Search Term: manage contracts
 - Find
 - Extended Search
- My Learner Account
 - My Training Activities
 - My Approval Requests
 - My Transcript
 - Course Prebookings
 - Favorites
 - Qualifications Profile
 - Settings
- Course Catalog

Find

Search Term: manage contracts

Find

1 Hits Found (depends on the search options saved under 'Settings')

You can personalize the search results. To do so, click [Settings](#)

Instructor-led Training (1)

Course	Action/Status
SPAHRS MANAGE CONTRACTS TRAINING	To Registration

Refresh Print

Your Action...	System Response...
6. Select the course title link.	The course page will appear with detailed information about the course.

The screenshot shows the course details for 'SPAHRS MANAGE CONTRACTS TRAINING'. The course description, duration, fee, and schedule are displayed. The schedule table shows the course dates for the next 90 days, with a 'Refresh Course Dates' button.

Navigation

- Training Home
 - Information
 - Training Admin/Coordinator
- Find
 - Search Term:
 - Find
 - Extended Search
- My Learner Account
 - My Training Activities
 - My Approval Requests
 - My Transcript
 - Course Prebookings
 - Favorites
 - Qualifications Profile
 - Settings
- Course Catalog

Description

This training will enable participants to understand developmental milestones that affect adolescent behaviors and relationships.

Course Duration

Number of Hours: 7.50 on Number of Days: 1

Fee

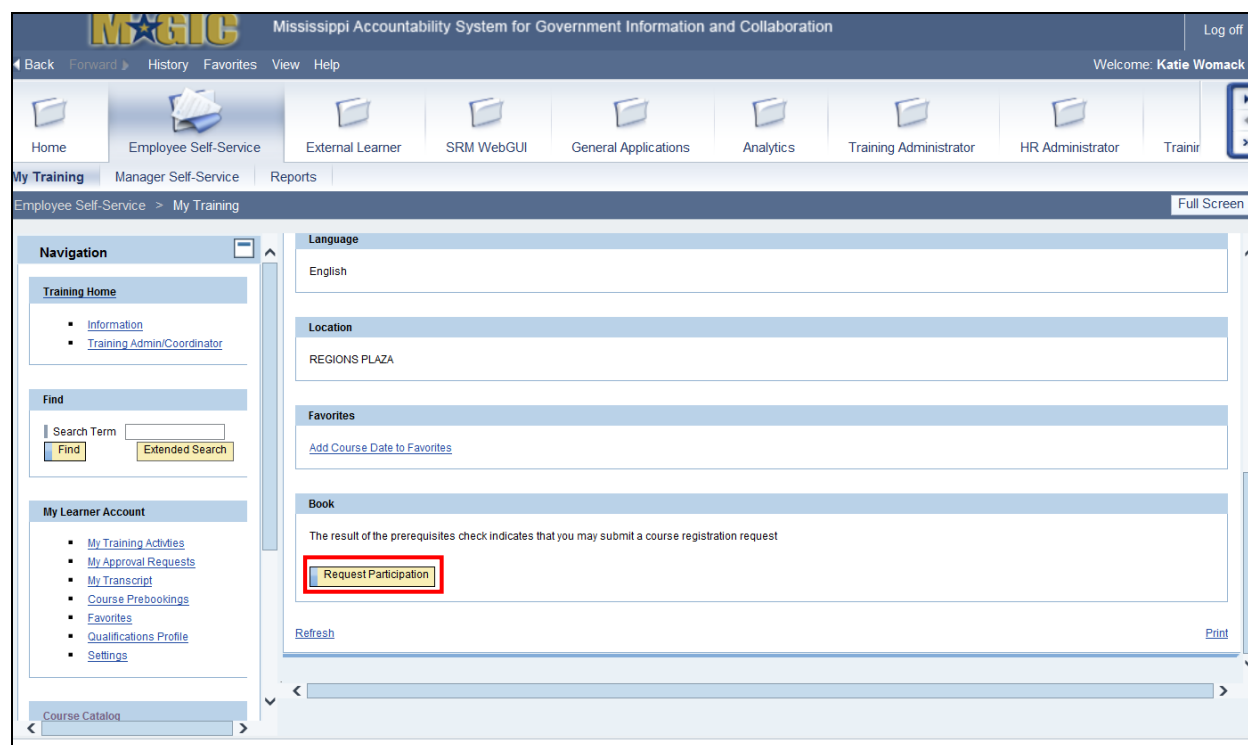
Free of Charge

Course Dates

Course dates for the next 90 days: [Refresh Course Dates](#)

Schedule	Location	Language	Free Places	Action/Status
05/04/2016 - 05/04/2016	DHS-FORREST CO	English	0	To Registration
05/04/2016 - 05/04/2016	DHS-FORREST CO	English	5	To Registration
05/04/2016 - 05/04/2016	DHS-FORREST CO	English	5	To Registration
05/05/2016 - 05/05/2016	REGIONS PLAZA	English	0	To Registration

Your Action...	System Response...
<p>7. Scroll to the bottom of the course page.</p> <p>Helpful Hint: If there are not any courses scheduled or if the scheduled dates are not convenient, you can express interest in attending the course in the future by selecting the prebook link. You will be notified in your messages and notes section when courses are scheduled.</p>	<p>Details for the scheduled sessions will be displayed.</p>
<p>8. Select the To Registration line associated with the date and time you would like to attend.</p> <p>Helpful Hint: Some courses require manager or administrator approval. You will have different options for booking based on approval or not approval required.</p>	<p>The details for the date and time you selected will appear.</p>



Your Action...	System Response...
<p>9. Scroll to the bottom of the page to the Book section and select Book this Course or Request Participation, depending on whether the course requires approval or not.</p>	<p>The Do you want to book this course? or, Do you want to request participation in this course? popup window will appear.</p>

Your Action...	System Response...
10. Select OK .	Participation was successfully booked message appears at the top of the page for courses that do not require approval. OR, The participation request was submitted message appears at the top of the page for courses that require approval.

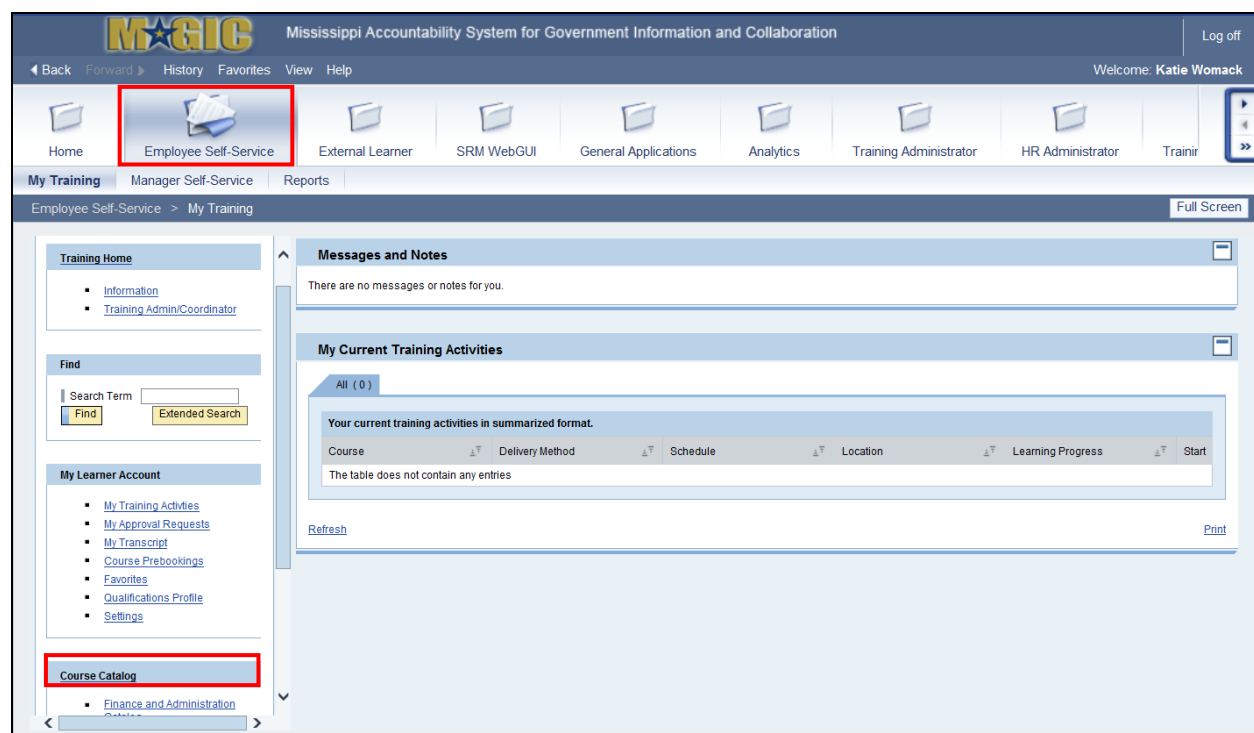
Both types of bookings will appear in your **My Training Activities** section. For courses requiring approval, "**Participation Requested**" will appear in parentheses until the course is approved. You will receive an email notification confirming this transaction.

Book and Launch Online Courses

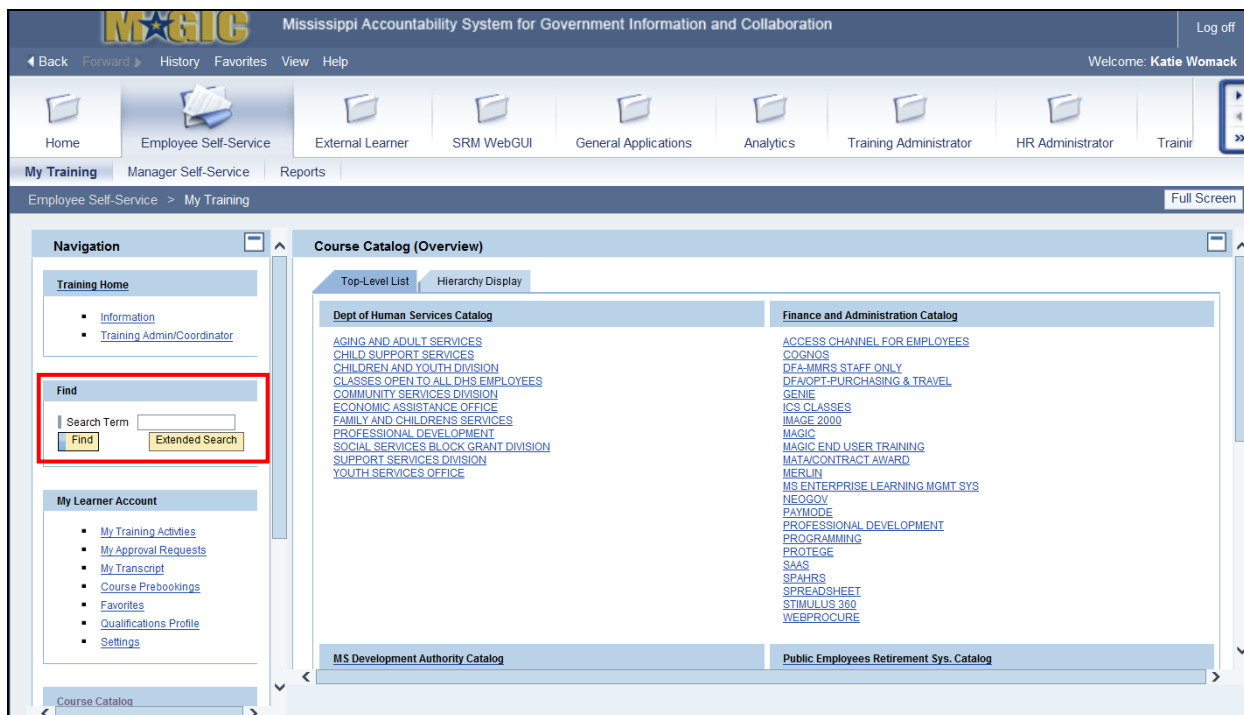
Book Online Courses

Self-booking a web-based online course is very similar to booking a classroom course.

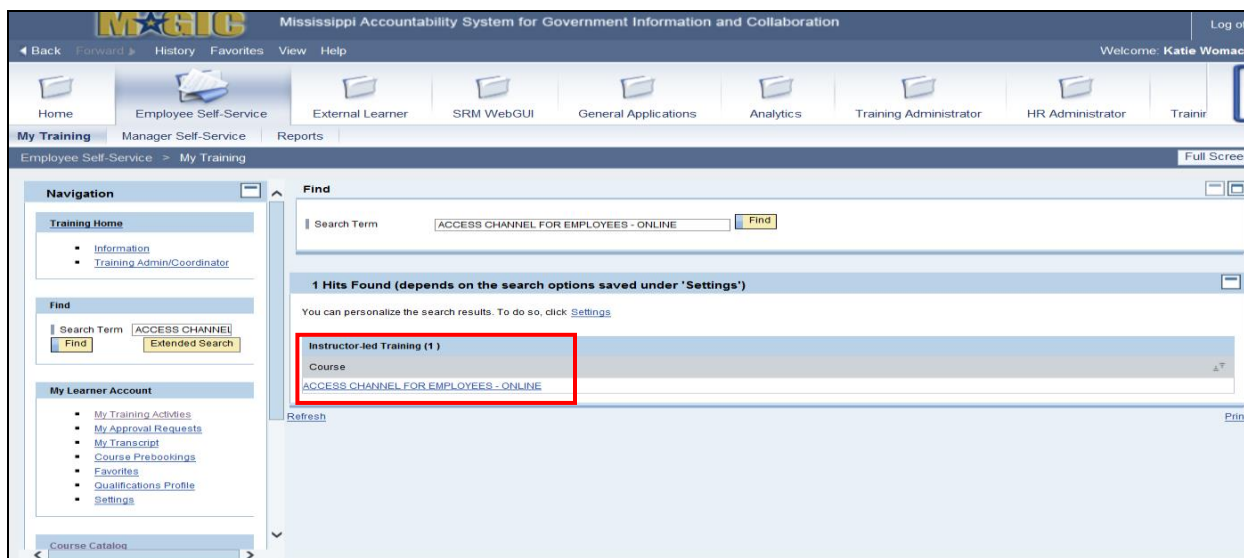
Your Action...	System Response...
1. Select the Employee Self Service tab.	The following screen will appear.



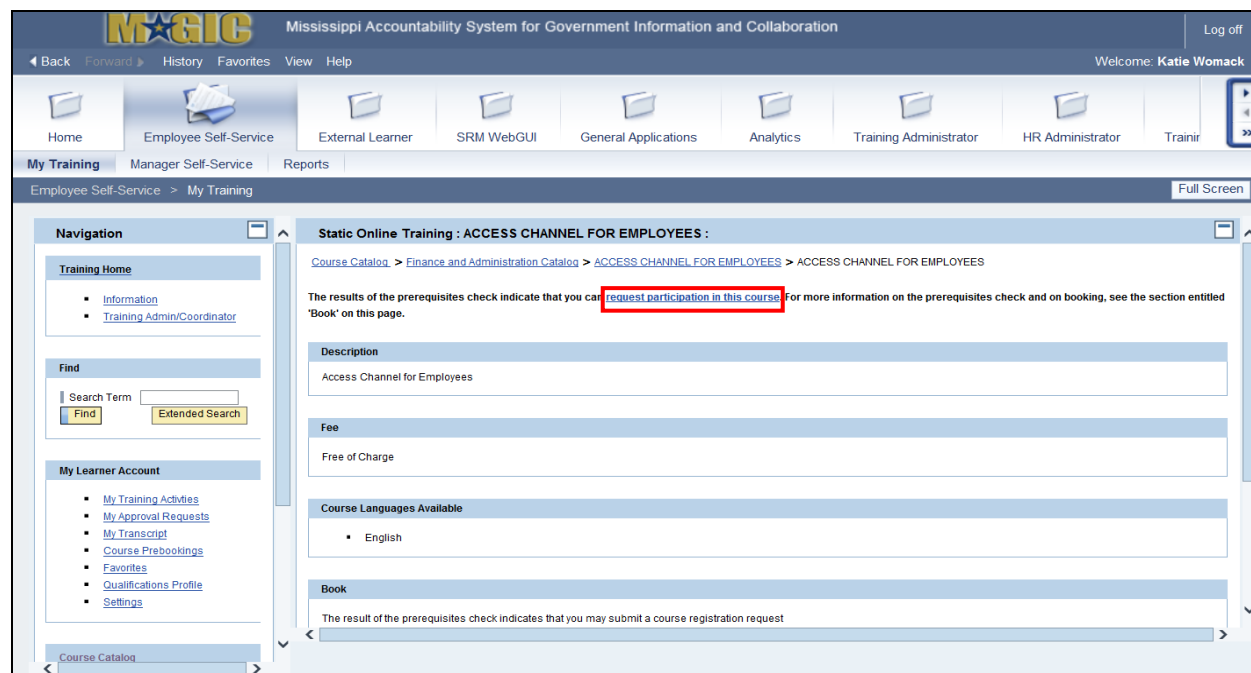
Your Action...	System Response...
2. Select the Course Catalog tab.	The Course Catalog (Overview) screen will appear.



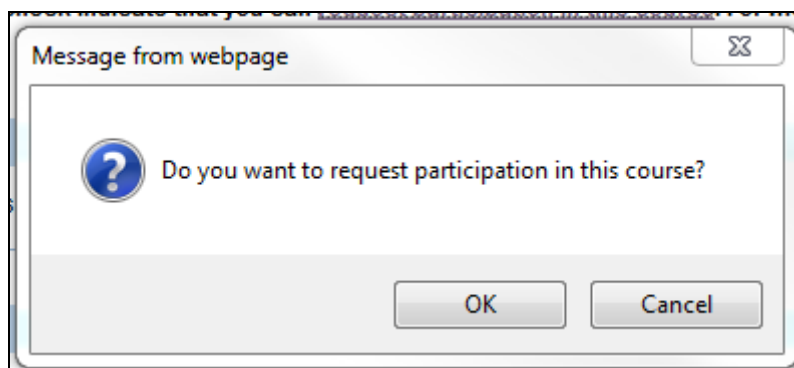
Your Action...	System Response...
<p>3. Search for the course using the find tool by typing in the course title or keyword in the Search Term field.</p> <p>Helpful Hint: Try to be as specific as possible when entering your search term. The course title or partial course title will work best. This will narrow your search results.</p>	
<p>4. Select Find.</p>	<p>The search results will be displayed.</p>



Your Action...	System Response...
5. Select the course title link.	The course page will appear with detailed information about the course.



Your Action...	System Response...
6. Select the request participation in this course link.	The “ Do you want to request participation in this Course? ” window will appear.



Your Action...	System Response...
7. Select the OK .	<p>“You have submitted a participation request for this course” message will appear at the top of the page.</p> <p>Participation Requested will appear in parentheses until the course is approved. You will receive an email notification confirming this transaction.</p>

Launch On-line Courses

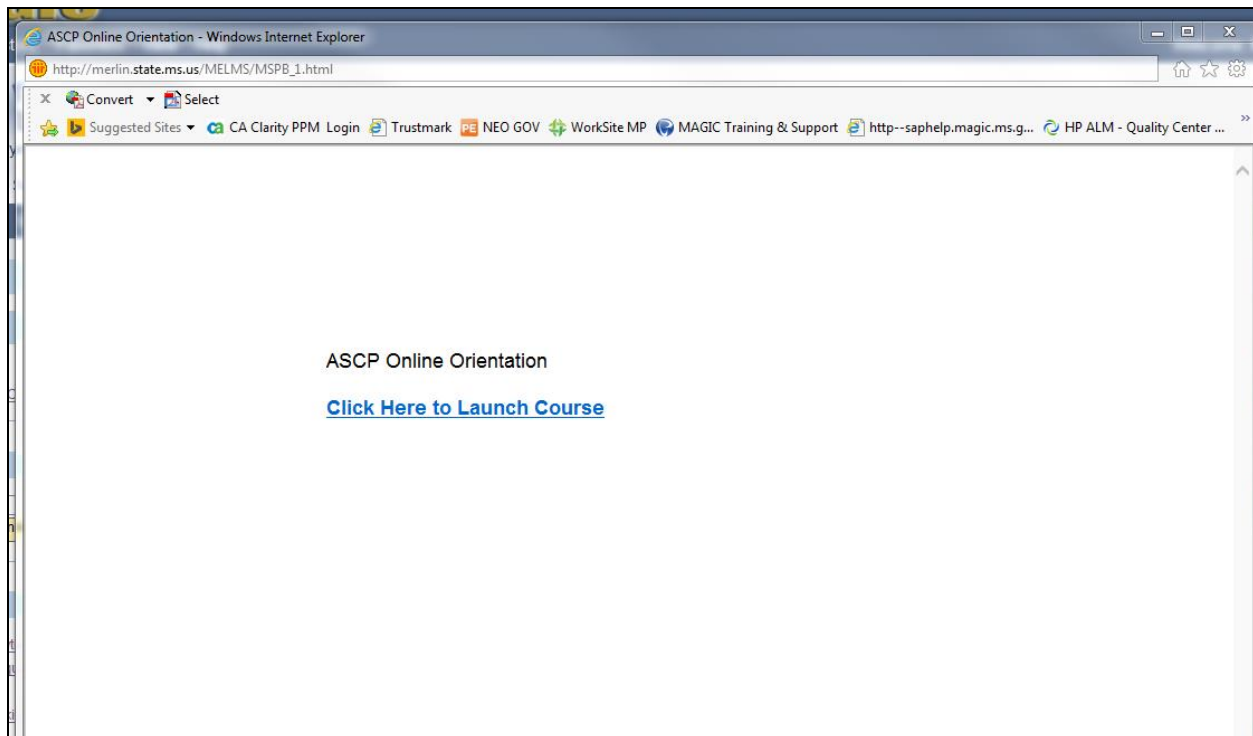
For courses requiring approval, “**Participation Requested**” will appear in parentheses until the course is approved. You will receive an email notification confirming this transaction.

Your Action...	System Response...
1. Select the Employee Self Service tab.	
2. Select My Training Activities tab.	My Current Training Activities screen will appear.

The screenshot displays the MAGIC web application interface. At the top, the header includes the MAGIC logo and the text 'Mississippi Accountability System for Government Information and Collaboration'. Below the header is a navigation bar with tabs for 'Home', 'Employee Self-Service', 'External Learner', 'SRM WebGUI', 'General Applications', 'Analytics', 'Training Administrator', 'HR Administrator', and 'Trainin'. The 'Employee Self-Service' tab is selected. On the left side, there is a 'My Training' sidebar with a 'Find' section and a 'My Learner Account' section. The 'My Training Activities' link in the sidebar is highlighted with a red box. The main content area shows 'My Current Training Activities' with a table of courses. The 'ACCESS CHANNEL FOR EMPLOYEES' course is listed with a 'Start Now' link highlighted by a red box.

Course	Delivery Method	Schedule	Location	Learning Progre...	Start
BASIC SUPERVISORY COURSE - CENTRAL (Partic. Requested)	ILT	Start 06/06/2016 At 08:30 am End 06/10/2016 At 04:00 pm	REGIONS PLAZA	 	
ACCESS CHANNEL FOR EMPLOYEES	Static OLT	Released until Unlimited	 	Accesses 0	Start Now

Your Action...	System Response...
3. Select the course title link.	The course details page appears.
4. Select the Start Now .	The following screen will appear.



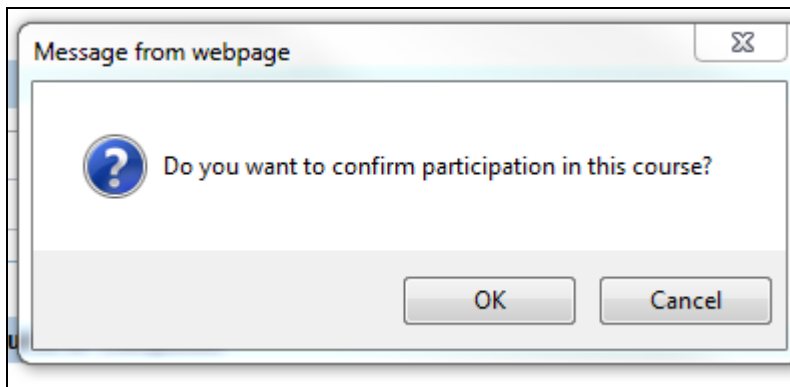
Your Action...	System Response...
5. Select the Click Here to Launch Course link.	The class will begin.

Set Course to “Completed”

You can view your progress for a specific web-based training on the course details page. Once you complete the course you must mark the course as completed.

Your Action...	System Response...
1. Select the Employee Self Service tab.	
2. Select My Training Activities tab.	My Current Training Activities screen will appear.
3. Select the course title link.	The following screen will appear.

Your Action...	System Response...
4. Select the Confirm Participation/Set Course to 'Completed' link.	The "Do you want to confirm participation in this course?" window will appear.



Your Action...	System Response...
5. Select OK .	Your Participation in this course has been completed message will appear at the top of the page.

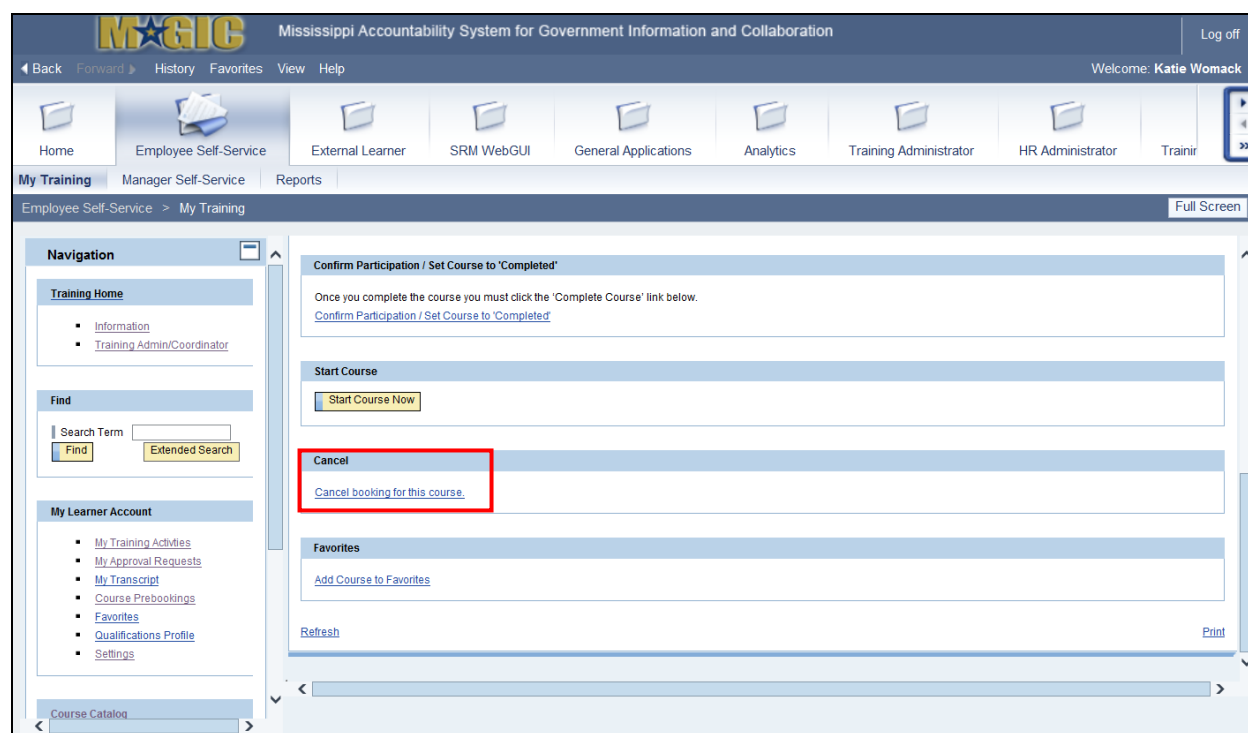
Helpful Hint: You can view your progress for a specific web-based training on the course details page. After finishing a course, you'll see **"The course was passed successfully, but it has not been set to completed"** in the Learning Progress section, Completion Status field. The course will be automatically set to **"completed"** within 24 hours

Canceling a Booked Course

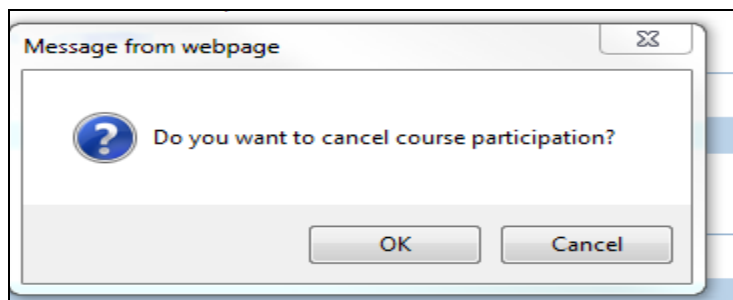
Depending how a course is set up by the sponsoring Agency's Training Administrator, you may be able to self-unenroll, or “**cancel**,” the course. If the course is designated as self-unenroll, use the following steps to cancel.

You cannot cancel courses awaiting approval, indicated by “**Participation Requested**” in parentheses under the course title link. You can only request cancellation after they have been approved, and the “**Participation Requested**” has been removed.

Your Action...	System Response...
1. Select the Employee Self Service tab.	
2. Select My Training Activities tab	
3. Select the course title link.	The course details page appears.



Your Action...	System Response...
4. Select the Cancel Booking for this course link.	The Do you want to cancel course participation? window will appear.



Your Action...	System Response...
5. Select OK .	Your booking was canceled message will appear at the top of the page and the course is removed from My Training Activities section.

Prebooking a Course

Prebooking can be used if there are not any courses scheduled or if the scheduled dates are not convenient. Prebooking is expressing interest in attending a course at a later date.

You are not automatically booked into courses that you have prebooked. You must still go through the booking procedure to reserve a spot in the course you wish to attend. Courses that meet your prebooking criteria will appear in your **Messages and Notes** section when they are scheduled. You can book yourself in those courses at that time by selecting the course title or date link for the session you wish to attend and following the standard booking procedure. Only one prebooking may exist for a given course in a specified time period. Your prebook list will reflect the most recent data entered.

NOTE: Participants can only sign up for one occurrence of a course; they cannot choose several occurrences of the same course at the same time.

Your Action...	System Response...
1. Select the Employee Self Service tab.	
2. Select the Course Catalog tab	

The screenshot displays the MAGIC (Mississippi Accountability System for Government Information and Collaboration) Employee Self-Service interface. The top navigation bar includes tabs for Home, Employee Self-Service, External Learner, SRM WebGUI, General Applications, Analytics, Training Administrator, HR Administrator, and Trainee. The 'Employee Self-Service' tab is selected, showing a sidebar with 'My Training' and 'Course Catalog' sections. The 'Course Catalog' section is highlighted with a red box. The main content area shows a search results page for 'human' with 17 hits found. The search results are categorized under 'Instructor-led Training (16)' and list various courses like 'ADOLESCENT DEVELOPMENT', 'HRCP-PROFESSIONAL LEVEL 1', 'HRCP-PROFESSIONAL LEVEL 2', 'HRCP-PROFESSIONAL LEVEL 3', 'HRCP-PROFESSIONAL LEVEL 4', 'HRCP-PROFESSIONAL LEVEL 5', 'INTRODUCTION TO CHILD WELFARE 501', 'MDA 2015 POLICY TRAINING - ONLINE COURSE', and 'MDA 2016 POLICY TRAINING - ONLINE COURSE'.

Your Action...	System Response...
<p>3. Search for the course using the find tool by typing in the course title or keyword in the Search Term field.</p> <p>Helpful Hint: Try to be as specific as possible when entering your search term. The course title or partial course title works best. This will narrow your search results.</p>	
4. Select Find .	The search results will be displayed.

The screenshot shows the MAGIC web application interface. At the top, the header includes the MAGIC logo and the text 'Mississippi Accountability System for Government Information and Collaboration'. Below the header is a navigation bar with links like 'Home', 'Employee Self-Service', 'External Learner', etc. The 'Employee Self-Service' section is active, showing a 'Find' search tool with the search term 'human'. The search results are displayed in a list, showing 17 hits. The results include various HRCP Professional Level courses and policy training modules.

Your Action...	System Response...
5. Select the course title link.	The course page will appear with detailed information about the course.

MAGIC Mississippi Accountability System for Government Information and Collaboration

Log off

Back Forward History Favorites View Help

Welcome: Katie Womack

Home Employee Self-Service External Learner SRM WebGUI General Applications Analytics Training Administrator HR Administrator Trainin

My Training Manager Self-Service Reports

Employee Self-Service > My Training Full Screen

Navigation

Training Home

- Information
- Training Admin/Coordinator

Find

Search Term

Find Extended Search

My Learner Account

- My Training Activities
- My Approval Requests
- My Transcript
- Course Prebookings
- Favorites
- Qualifications Profile
- Settings

Course Catalog

Course Duration

Number of Hours: 7.50 on Number of Days: 1

Fee

Free of Charge

Course Dates

Course dates for the next 90 days:

No courses were found scheduled in the time period specified.

If there are no courses scheduled or if the scheduled dates do not suit you, you can [prebook](#).

Refresh Course Dates

Favorites

Add Course to Favorites

Refresh Print

Your Action...	System Response...
6. Scroll down to the Course Dates section and select the “Prebook” link.	The Prebook page appears.

MAGIC Mississippi Accountability System for Government Information and Collaboration

Log off

Back Forward History Favorites View Help

Welcome: Katie Womack

Home Employee Self-Service External Learner SRM WebGUI General Applications Analytics Training Administrator HR Administrator Trainin

My Training Manager Self-Service Reports

Employee Self-Service > My Training Full Screen

Navigation

Training Home

- Information
- Training Admin/Coordinator

Find

Search Term

Find Extended Search

My Learner Account

- My Training Activities
- My Approval Requests
- My Transcript
- Course Prebookings
- Favorites
- Qualifications Profile
- Settings

Course Catalog

Prebook

Course Catalog > Finance and Administration Catalog > SPAHRS > SPAHRS HUMAN RESOURCES TRAINING

If you can find no suitable course date for the course [SPAHRS HUMAN RESOURCES TRAINING](#), you can prebook yourself for other dates. To do so, select the time period in which you would like to participate in the course. Select the required language and location and confirm by choosing 'Prebook'.

Note:
Bear in mind that only one prebooking may exist for a given course in any one period. If time periods overlap, existing prebookings will be changed to reflect the new data entered.

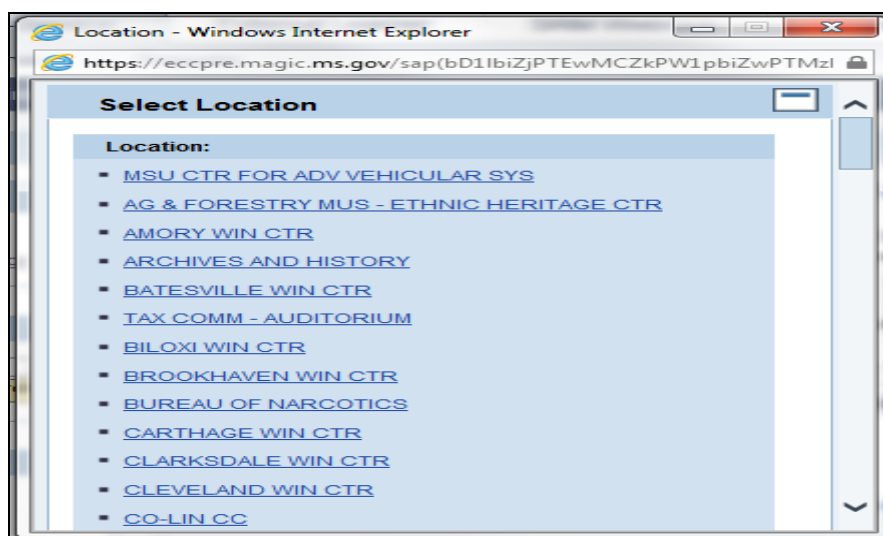
Start: 05/09/2016 End: 06/08/2016

Language: English Location: No Restrictions

Prebook

Refresh Print

Your Action...	System Response...
7. Select a date range for the time period in which you would like to participate.	
8. Select the "Select Location" button to choose a specific location where you would like to attend.	The "Select Location" pop-up window appears.
NOTE: The Location field default is set to No Restrictions if you would like to be notified about all available courses, regardless of location.	



Your Action...	System Response...
9. Select the Location link.	The location field will be populated.
10. Select Prebook .	Your prebookings have been updated message appears at the top of the page.

Cancel Course Prebooking

Your Action...	System Response...
1. Select the Employee Self Service tab.	The following screen will appear.

MAGIC Mississippi Accountability System for Government Information and Collaboration

Welcome: **Katie Womack**

Log off

Back Forward History Favorites View Help

Home Employee Self-Service External Learner SRM WebGUI General Applications Analytics Training Administrator HR Administrator Trainir

My Training Manager Self-Service Reports

Employee Self-Service > My Training Full Screen

Navigation

Training Home

- Information
- Training Admin/Coordinator

Find

Search Term

Find Extended Search

My Learner Account

- My Training Activities
- My Approval Requests
- My Transcript
- Course Prebookings**
- Favorites
- Qualifications Profile
- Settings

Course Catalog

Messages and Notes

There are no messages or notes for you.

My Current Training Activities

All (1) Instructor-led Training (1)

Your current training activities in summarized format.

Course	Delivery Meth...	Schedule	Location	Learning Pro...	Start
BASIC SUPERVISORY COURSE - CENTRAL (Partic. Requested)	ILT	Start 06/06/2016 At 08:30 am End 06/10/2016 At 04:00 pm	REGIONS PLAZA	 	

Refresh Print

Your Action...	System Response...
2. Select the Course Prebookings link in the My Learner Account section.	My Course Prebookings screen will appear.

MAGIC Mississippi Accountability System for Government Information and Collaboration

Welcome: **Katie Womack**

Log off

Back Forward History Favorites View Help

Home Employee Self-Service External Learner SRM WebGUI General Applications Analytics Training Administrator HR Administrator Trainir

My Training Manager Self-Service Reports

Employee Self-Service > My Training Full Screen

Navigation

Training Home

- Information
- Training Admin/Coordinator

Find

Search Term

Find Extended Search

My Learner Account

- My Training Activities
- My Approval Requests
- My Transcript
- Course Prebookings
- Favorites
- Qualifications Profile
- Settings

Course Catalog



My Course Prebookings

The list below shows your current prebookings. You can delete prebookings here if required. You can create new prebookings on the detail page of the relevant course.

Course	Delivery Method	Period	Location	Language
SPAHRS HUMAN RESOURCES TRAINING	Instructor-led Training	06/01/2016 - 07/30/2016	WOOLFOLK	English

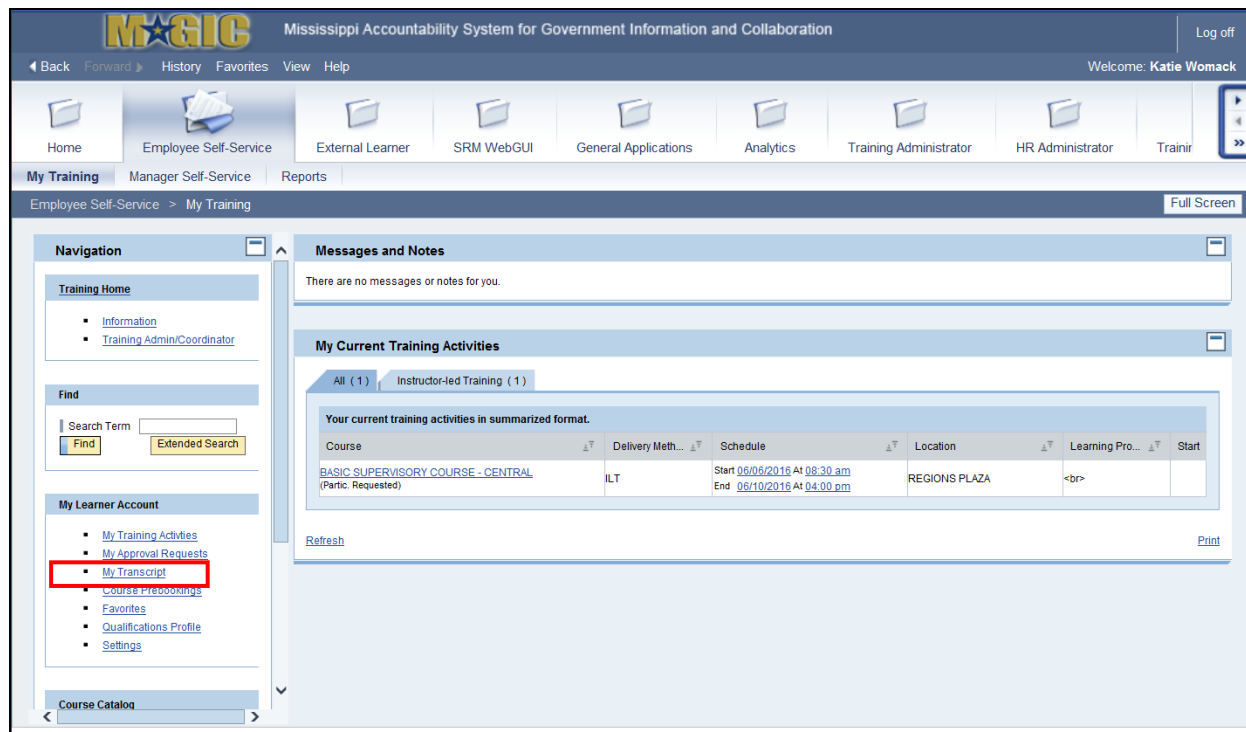
Cancel Prebookings

Refresh Print

Your Action...	System Response...
3. Select the  next to the courses being cancelled.	The  will turn orange when selected.
4. Select Cancel Prebookings .	Your prebooking was canceled message will appear at the top of the page and your list of current prebookings is updated.

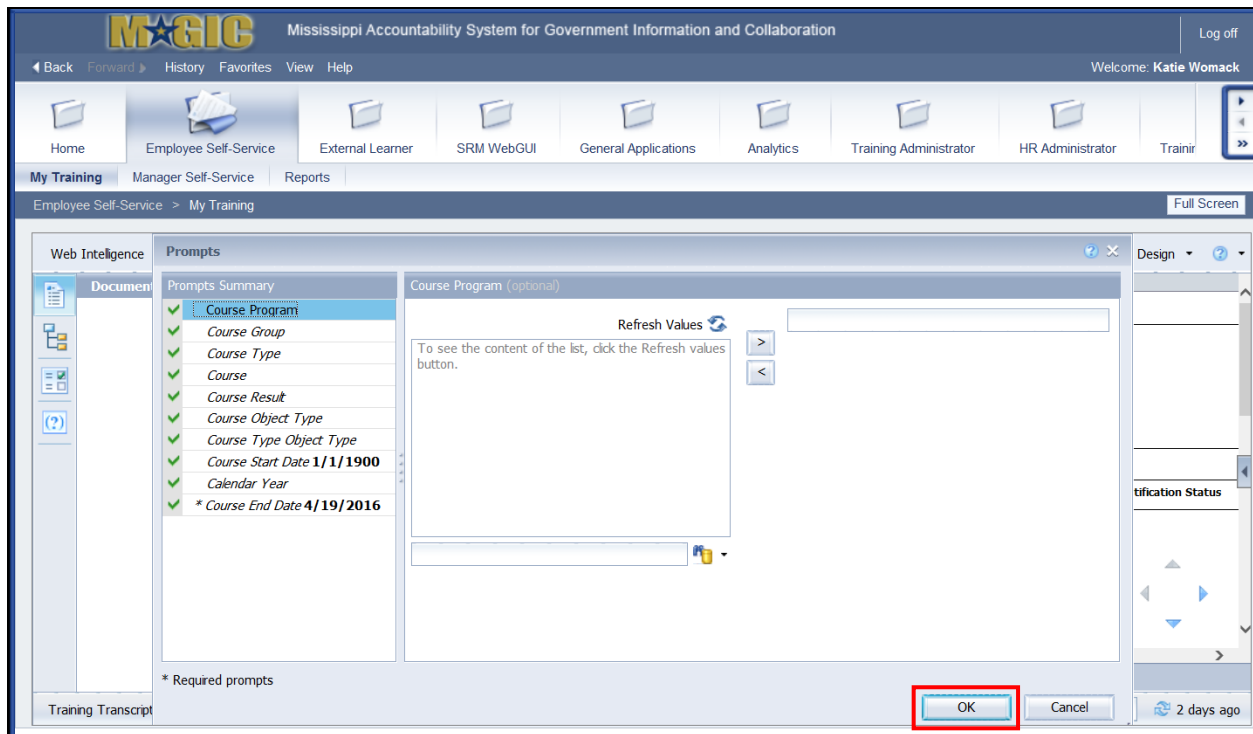
Course Transcript


Your Action...	System Response...
1. Select the Employee Self Service tab.	



The screenshot shows the MAGIC web application interface. At the top, there's a navigation bar with links like Home, Employee Self-Service, External Learner, SRM WebGUI, General Applications, Analytics, Training Administrator, HR Administrator, and Trainir. The 'Employee Self-Service' tab is selected. Below this, there's a 'My Training' section. On the left, under 'My Learner Account', the 'My Transcript' link is highlighted with a red box. The main content area shows 'My Current Training Activities' with a table listing training activities. The table has columns for Course, Delivery Meth..., Schedule, Location, Learning Pro..., and Start. One activity is listed: 'BASIC SUPERVISORY COURSE - CENTRAL' with a start date of 05/05/2016 and end date of 05/10/2016.

Your Action...	System Response...
2. Select the My Transcript link under the My Learner Account.	A prompt screen will appear.



Your Action...	System Response...
3. Select the OK .	Your transcript will appear in a separate window.
4. Select the printer icon  in the left corner to print.	If the toolbar containing the printer icon is missing, press the F8 key to restore the toolbar at the top of the window.

Qualification Profile

Qualifications within LSO represent skills or competencies relevant to your job that you have acquired through completing certain training courses. Qualifications are assigned to courses at the discretion of your agency training officer, and have a proficiency level and “**valid to**” date. Qualifications are a convenient way to track and maintain certain requirements for your job, especially certifications and licenses.

To view qualifications you have acquired through training:

Your Action...	System Response...
1. Select the Employee Self Service tab.	

MAGIC Mississippi Accountability System for Government Information and Collaboration

Welcome: **Katie Womack** Log off

Navigation: Home, Employee Self-Service, External Learner, SRM WebGUI, General Applications, Analytics, Training Administrator, HR Administrator, Trainin

My Training > My Training

Navigation

Training Home

- Information
- Training Admin/Coordinator

Find

Search Term:

Find Extended Search

My Learner Account

- My Training Activities
- My Approval Requests
- My Transcript
- Course Prebookings
- Favorites
- Qualifications Profile**
- Settings

Messages and Notes

There are no messages or notes for you.

My Current Training Activities

All (1) Instructor-led Training (1)

Your current training activities in summarized format.

Course	Delivery Meth...	Schedule	Location	Learning Pro...	Start
BASIC SUPERVISORY COURSE - CENTRAL (Partic. Requested)	ILT	Start 06/06/2016 At 09:30 am End 06/10/2016 At 04:00 pm	REGIONS PLAZA	 	

Refresh Print

Your Action...	System Response...
2. Select the Qualifications Profile link under the My Learner Account.	The "My Qualifications" screen will appear.